

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPES18003	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Senior Advisor to the Deputy Administrator	ES	0340	00	
4. Supervisor's Recommendation	Senior Advisor to the Deputy Administrator	ES	340		
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE ALLEN, Reginald		
			c.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of the Administrator					
c.			h. Employing Office Location - Washington, DC		
d.			i. Organization Code - A00000000		
8. SUPERVISORY STATUS					
<p>Ⓔ [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.</p> <p>Ⓔ [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.</p> <p>Ⓔ [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).</p> <p>Ⓔ [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.</p> <p>Ⓔ [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.</p> <p>Ⓔ [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.</p>					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor		
Helena Wooden-Aguilar, Acting Deputy Chief of Staff			Michael Flynn, Acting Deputy Administrator		
b. Signature		c. Date	e. Signature		f. Date
		1/3/18			1/3/18
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential Ⓔ This position has no promotion potential Ⓔ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSR Risk Designation (b) (6) Low Moderate High Security Classification Required (b) (6)		c. Financial Disclosure Form OGE-450 Required <u>OGE-278 Required</u> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position Ⓔ may be IA'ed Ⓔ may not be IA'ed Ⓔ is limited to current incumbent	
				e. FLSA Determination Ⓔ NONEXEMPT Ⓔ <u>EXEMPT*</u> (*check exemption category) Ⓔ Administrative Ⓔ Professional <input checked="" type="checkbox"/> Executive	
g. Bargaining Unit Code 8888		h. Check, if applicable: Ⓔ Medical Monitoring Required Ⓔ Extramural Resources Management Duties (0 % of time) Ⓔ This position is subject to random drug testing ()		i. Classifier's Signature 	
				j. Date 01/18/18	
11. REMARKS					

**SENIOR ADVISOR TO THE DEPUTY ADMINISTRATOR
ES-340**

INTRODUCTION

This position is located within the Immediate Office of the Office of the Administrator. As a Senior Advisor to the Deputy Administrator (DA), the incumbent works directly with the Deputy Administrator and other senior level officials. The position duties include providing advice and counsel on policy and strategic development; organizational planning and coordination; and manages matters as directed by the Deputy Administrator.

MAJOR DUTIES AND RESPONSIBILITIES

1. The incumbent serves as Senior Advisor to the Deputy Administrator. As advisor to the Deputy Administrator, the incumbent will work with the Agency's management team to enhance the efficient administration and operations of the Agency and the effective implementation of the Agency's overall agenda.
2. Provides advice to the Deputy Administrator and identifies problem areas, develops and recommends solutions to administrative, operational, and programmatic issues. Coordinates with the Deputy Chief of Staff on the implementation of specific solutions developed, including making action assignments to the appropriate organizational elements.
3. Establishes contacts at the highest official levels in order to develop information, evaluate findings, and prepare reports incorporating conclusions and specific recommendations. Provides information to the Deputy Administrator through personal briefings. In doing so, applies a broad and comprehensive knowledge of problems involved in effective relationships across the Agency.
4. Advises the Deputy Administrator on the involvement of program offices and the regions, or the consideration of regional and program offices views and needs. Assists in assuring regional and program participation in decision-making processes, assessing the impact of Headquarters actions on Regional and program operations and in resolving problems.
5. Performs a variety of assignments associated with the operation of the Agency. Reviews and coordinates sensitive reports, documents and other materials of special importance and concern to the Deputy Administrator to ensure that they are prepared in accordance with and reflect the Agency agenda. Identifies critical operational and programmatic issues or problems which require the immediate and personal attention of the Deputy Administrator and recommends appropriate courses of action regarding the necessary interface with appropriate officials.
6. Represents the Deputy Administrator at various task force, panel and committee meetings as an expert, recognized by peers, at all levels of government.
7. Provides advisory services to the Deputy Administrator as required. Provides advice having impact upon long-range plans, relative priorities and resource allocations.
8. Performs other related duties of a close and confidential nature as required.

SUPERVISORY CONTROLS

Receives broad general direction and guidance from the Deputy Administrator. Within this framework, the incumbent is allowed certain latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad agency objectives.

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPES01055	
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	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Director, Office of Administrative and Executive Services	ES	0340	00	
4. Supervisor's Recommendation	Director (Office of Administrative and Executive Services)	ES	0340	00	
5. ORGANIZATIONAL TITLE OF POSITION (if any) Assistant Deputy Chief of Staff			6. NAME OF EMPLOYEE ALLEN, Reginald		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			e.		
b. OFFICE OF THE ADMINISTRATOR			f.		
c. Office of Administrative and Executive Services			g.		
d. Immediate Office			h. Employing Office Location WASHINGTON, DC		
			i. Organization Code A0A000000		
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor John E. Reeder, Deputy Chief of Staff			d. Typed Name and Title of Second-Level Supervisor Matt Fritz, Chief of Staff		
b. Signature 		c. Date 10/7/16		e. Signature 	
				f. Date 10/7/16	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation (b) (6) Low Moderate High Security Clearance Required: (b) (6)		c. Financial Disclosure Form OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code 3668		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (% of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 	
				j. Date 01/12/17	
11. REMARKS (b) (6)					

**DIRECTOR
OFFICE OF ADMINISTRATIVE AND EXECUTIVE SERVICES
/ ASSISTANT DEPUTY CHIEF OF STAFF
ES-340**

Supervisory Controls

Receives broad general direction and policy guidance from the Deputy Chief of Staff, in close consultation with the Chief of Staff. Within this framework, incumbent is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies. Recommendations and decisions on program operations are considered authoritative, and work is accepted as technically accurate. The incumbent exercises wide latitude in directing the staff of the Office of Administrative and Executive Services (OAES), in delegating responsibilities and making assignments, and in determining/recommending budget, personnel, facility, and equipment requirements of the Office of the Administrator (AO). Consults directly on AO's behalf across the agency and with other government organizations.

Overview/Introduction

This position is located in EPA's Office of the Administrator (AO). The incumbent serves as the Director of the Office of Administrative and Executive Services (OAES). In this capacity, the incumbent is responsible for providing the Administrator, the Deputy Administrator, the Chief of Staff/Deputy Chief of Staff, Associate Administrators and AO Staff Offices with personnel, administrative, financial management, information technology and budget support. At the office level, the incumbent directs the preparation of budget documents, operating plans and supporting justifications for all resource decisions; planning studies to assess resource requirements; assistance in developing and implementing automated resource and tracking systems; preparation of organization and personnel materials; preparation and tracking of payroll, travel and procurement actions; and coordination and oversight of facilities, space, security, and property support. As assigned, the incumbent of this position represents the Office of the Administrator in AO and Agency-wide forums comprised of senior level executives with comparable duties and responsibilities.

The incumbent serves as the Assistant Deputy Chief of Staff. The incumbent provides advice and counsel on policy, planning, coordination, and other matters as they relate to the Office of the Administrator in direct support of the Deputy Chief of Staff and Chief of Staff. The incumbent is expected to represent the Deputy Chief of Staff and or Chief of Staff in meetings or conferences internally or with other government agencies as required. Provides information and advice concerning the Agency's activities and programs and their impact on AO; interprets existing and/or proposed plans and programs to ensure the AO perspective is considered. Recommends and facilitates support for initiatives in collaboration with OARM, OEI, OCFO to improve AO and Agency management and operations. The incumbent plans, coordinates, and executes senior level executive projects, as assigned. As directed, receives briefings and updates from the Office of Homeland Security (OHS) general meetings to assist the Chief of Staff, Deputy Chief of Staff, and Associate Administrator/OHS in executing AO and Agency actions emanating from such briefings, and assuring the continuity of AO and Agency operations.

In order to perform duties as the Assistant Deputy Chief of Staff in support of agency leadership, and in particular critical duties in the absence of the Chief of Staff and Deputy Chief of Staff, the incumbent is required to gain and maintain a top secret/SCI clearance.

Incumbent is responsible for the coordination and implementation of the Government Performance and Results Act of 1996 and the Federal Managers' Financial Integrity Act (FMFIA) as well as coordinating Directives, clearance documents, awards, etc. for the Staff Offices within AO.

Major Duties and Responsibilities

- Serves as principal advisor to the Chief of Staff/Deputy Chief of Staff. This duty requires a comprehensive knowledge of the concepts, principles, laws and regulations which apply to budget, human resource management, acquisitions, grants management, Agency management policies, procedures and initiatives. In the absence of the Deputy Chief of Staff, assumes full responsibility for all duties, as assigned.
- Directs the development of long- and short-term plans to carry out executive level decisions and oversees the operations of the primary staff support functions in the Office of the Administrator. Provides quality products and information that will facilitate the highest level of decisions and policies in AO and the Agency. Facilitates clear and timely communication between senior leaders in the Offices of the Administrator, the Assistant Administrators and the Regional Administrators, and exercises tracking and quality control processes that enable the Agency's top management to utilize time and information effectively.
- Directs the development, analysis, coordination and implementation of AO administrative management programs. Analyzes and evaluates administrative, financial and management functions, develops and makes recommendations on issues and implements policies, program controls, systems, procedures and guidelines for implementation within AO. Provides advice and guidance to the Chief of Staff/Deputy Chief of Staff and other top level management officials in AO on Agency and Federal requirements of these programs. Assists the staff offices in achieving improvement and control. Represents the Deputy Chief of Staff and serves as AO point of contact and liaison with the Office of Administration and Resources Management and the Office of the Chief Financial Officer. Coordinates and consults with Agency points of contact for policy, planning, and resources management. To the extent that general guidance and a single point of contact for the AO is necessary, acts as an appropriate umbrella for these services and programs.
- Provides leadership and direction in integrating the use of human resources processes in the AO. In this capacity, represents and speaks for top management officials in the development and implementation of human resources management policy for the AO. Represents the AO on committees and panels including those concerned with developing acceptable and creative approaches to administrative/management problems and programs of mutual concern. Keeps abreast of the Agency's policies and procedures of those functional areas to improve individual, group and organizational effectiveness.

- Directs the conduct of special analytical studies of the AO's organizational structures, including organizational analysis requisite to organizational change. Identifies, defines and develops issues for analysis related to organizational effectiveness. Develops methods and measurement tools to evaluate effectiveness. Makes recommendations concerning organizational relationships, methods, procedures, and similar matters based upon knowledge and understanding of established management practices, theories, techniques and methodologies. Keeps informed of the general management policies and philosophy of the Agency and of basic trends and current developments in general management methods and procedures.
- Prepares guidance for use by other Offices within AO, in the implementation of the Government Performance and Results Act of 1996, including preparing the annual and multi-year program and operating goals and plans. The guidance reflects the major provisions or new directions that the Offices should consider in preparing annual and multi-year plans. Analyzes annual and multi-year program plans, identifies significant operating problems, defines issues, evaluates and develops alternative solutions, and presents written and/or oral recommendations to the Chief of Staff/Deputy Chief of Staff which are consistent with program plans and strategies. Represents and speaks for the AO and serves as its point of contact and liaison with the Office of the Chief Financial Officer.
- Analyzes issues and studies prepared by AO's Associate Administrators and Office Directors. Participates fully in discussion of issues, program strategies and options, outputs, program priorities, and budget levels for the AO, with the Chief of Staff/Deputy Chief of Staff and other Directors. Subsequently prepare recommendations on program priorities and budget levels for the Chief of Staff/Deputy Chief of Staff.
- Coordinates AO's preparation of program and budget justifications with OCFO for presentation to the Chief of Staff, Deputy Administrator and the Administrator as appropriate. Prepares briefing materials for OMB, and Congress.
- Provides technical direction, assistance, and support to the Associate Administrators and Office Directors in developing operating plans. Review plans as an authoritative expert and prepares recommendations and/or comments for offices to use in revising plans. Advises the Chief of Staff/Deputy Chief of Staff on any substantive conflicts and on program and operational implications arising from new and changing program activities, directions, and needs.
- Plans, conducts, and directs special studies on program and policy issues for use by the Chief of Staff/Deputy Chief of Staff and others to aid in their decision making. Negotiates directly with appropriate Associate Administrators and Office Directors and their staffs to resolve issues and identify supplemental information requirements.
- Conducts periodic reviews of resource utilization by the Offices and recommends necessary changes in allocation of resources. Maintains liaison and working relationships with other EPA program offices and regional offices in order to keep abreast of new and pending developments in Agency programs which will have significant resource implications.

- Manages AO's requirements for information resources management and security programs to adequately support the mission of the AO, including the Associate Administrators and Staff Office Directors. Oversees the development of information management databases to support the program and management needs of the offices and that systems meet the offices' needs and are efficient and cost effective.
- Serves as AO's liaison for General Accounting Office (GAO) and EPA Inspector General (IG) audits and inspections. Maintains contacts, advises the Chief of Staff/Deputy Chief of Staff and Staff Offices on their activities, visit schedules and information requirements; advises the offices on responses required, coordinates submissions; and assembles overall reports for the Deputy Administrator/ Chief of Staff/ Deputy Chief of Staff's approval within required time limits.
- In the absence of the Senior Resource Official (SRO), Office of the Administrator, serves as Acting SRO with responsibility for accountability for resource management in the Office of the Administrator. In this capacity, the incumbent advises the Chief Financial Officer on fiscal resource management issues affecting the overall AO and ensures compliance with fiscal resource management laws and regulations while furthering program mission. Also ensures appropriate and effective planning, assessment, monitoring and control of fiscal resources.
- Assures that Office personnel are appropriately employed, effectively and efficiently utilized, and dealt with in a fair and equitable manner. This involves acquiring staff with the necessary knowledge, skills, abilities, and/or potential through appropriate workforce planning, recruitment, and selection processes. The incumbent is responsible for delegating work among subordinate groups and individuals; establishing performance standards, appraising staff against these standards, and taking appropriate actions; assessing individual capabilities and needs and providing coaching, counseling and career development opportunities. The incumbent is responsible for the appropriate processing of or engagement in conflict resolution, labor and employee relations; or EEO actions. The incumbent shall assess morale and organization climate concerns within the office and within AO. As a manager, the incumbent shall be responsible for initiating disciplinary actions, as appropriate.
- Ensures that AO extramural resources, procurement (contracts) and assistance (grants, cooperative agreements, and interagency agreements) are efficiently and appropriately managed. Ensures adherence to agency policies and procedures by AO staff offices.
- Demonstrates leadership and commitment to management integrity as a top priority in the AO organization consistent with the Federal Manager's Financial Integrity Act. Oversees the development, assessment, and improvement of management control systems to safeguard programs and achieve mission results. Takes timely corrective actions on all identified management control weaknesses. The incumbent provides leadership in detecting emerging weaknesses in control systems. Supports a full disclosure policy for the organization that provides early detection of emerging control issues.
- Performs other duties of a close and confidential nature, as assigned.

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)					2. Social Security Number (b) (6)		3. Date of Birth		4. Effective Date						
FIRST ACTION					SECOND ACTION										
5-A. Code		5-B. Nature of Action			6-A. Code		6-B. Nature of Action								
5-C. Code		5-D. Legal Authority			6-C. Code		6-D. Legal Authority								
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number					15. TO: Position Title and Number										
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis		16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award		21. Pay Basis
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization										
EMPLOYEE DATA															
23. Veterans Preference (b) (6) 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%					24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF (b) (6)					
(b) (6)					28. Annuitant Indicator				29. Pay Rate Determinant						
30. Retirement Plan			31. Service Comp. Date (Leave) (b) (6)		32. Work Schedule				33. Part-Time Hours Per Biweekly Pay Period						
POSITION DATA															
34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status					
38. Duty Station Code				39. Duty Station (City - County - State or Overseas Location)											
40. Agency Data		41. (b) (6)	42.		43.		44.								
45. Remarks															
46. Employing Department or Agency					50. Signature/Authentication and Title of Approving Official										
47. Agency Code		48. Personnel Office ID		49. Approval Date											

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5-C. Code		5-D. Legal Authority				6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority					
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12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay	
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47. Agency Code		48. Personnel Office ID		49. Approval Date											

(b) (6)

PROFILE

Senior professional valued for expertise in all aspects of management, operations, administration, training, with superior program and project management skills. Highly successful in developing, operationalizing and instituting process improvement, innovation, and change management in complex organizations. Exceptional history of interagency consensus building, team leadership, and planning. Consistent performer with a nearly 30-year track record of top ratings from supervisors and senior managers, including senior government, political officials and four-star generals. Extensive experience in facilities management, crisis management, physical and infrastructure management and security. Engaged leader, with expert level communication, and interpersonal skills and the ability to coordinate, influence and manage cross-functional, diverse groups towards accomplishing organizational objectives and goals in fast-paced, demanding environments. Known as a team builder and team player that continuously strives to achieve mission goals and exceed organizational expectations. In all positions, provided visionary diversity inclusive leadership, strategic and conceptual thinking to develop innovative ideas, methods, and cost/time saving solutions while leading positive change.

EXPERIENCE

Executive-level leader with nearly 30 years of experience in leadership roles. Extensive experience leading and managing some of the largest most complex organizations in the US Army including recent command of the United States Army's largest, most powerful brigade managing over \$2B of equipment, and over 5,000 personnel, including fleet management of over 1,500 vehicles and 34 aircraft, to managing important projects at various levels in the Department of Defense. This includes leadership of the Project Management Team that developed the holistic plan for how the US would train Iraq and Afghanistan Security forces, which allowed in Iraq, and is allowing in Afghanistan the orderly transition of security to indigenous forces and the drawdown of US Forces, a national strategic objective. Currently serving as the Director of the Homemade Explosive Task Force (HME TF) in the Joint Improvised Explosive Device (IED) Defeat Organization (JIEDDO), and preparing for retirement from the United States Army. Regularly identified as calm under fire, with the uncommon sense to see complex challenges in component parts allowing easily managed efforts.

"For exceptionally meritorious service over a 30 year career, while serving in various positions of increasing responsibility, culminating as Special Assistant to the Director and the Chief of the Homemade Explosives Task Force, Joint IED Defeat Organization from 30 May 2014 to 31 May 2015. Colonel Allen led the innovation and creativity management process, ensuring the organization possessed the capability to respond to contingency operations and deliver innovative counter-improvised explosive device solutions to the warfighter. Colonel Allen's exceptional, distinctive accomplishments culminate a distinguished career and are in keeping with the finest traditions of military service. His actions reflect great credit upon himself and the United States Army."

The Legion of Merit, 2015 (Last of four awarded in the last 5 years)

PROFESSIONAL EXPERIENCE/CAREER HIGHLIGHTS

Special Assistant to the Director, Director of the HME TF

06/2014 – Present

Joint Improvised Explosive Device (IED) Defeat Organization (JIEDDO)
The Pentagon, Washington, DC

Hours/week: 65

Salary: (b) (6)

Supervisor: Lieutenant

Telephone: (b) (6)

DUTIES AND RESPONSIBILITIES / MISSION: As Director of the Homemade Explosive Task Force (HME TF) in JIEDDO leads an interagency community of action (COA) to limit IEDs/explosive precursors in Afghanistan. The COA includes 17 organizations across the USG. (DOD, STATE, PAK AMB, SRAP, DHS, Commerce, Treasury, ATF, DIA, NSA, CIA, NRO, among others). I lead and direct the intelligence driven operations of the COA coordinated by my 30 member team. Plans interagency/coalition efforts of Sr flag officers, USG civilians, and industry leaders to attack global HME use. Develops lines of effort and to turn intelligence information into actionable intelligence to target insurgent networks to attack HME production facilities, funding, and precursor material availability. These intelligence driven operations illuminate the nexus between Transnational Criminal Organizations (TCOs) and insurgent terrorist activities, usually funding related. Integrates whole-of-government/industry approach with combatant commands. As Special Assistant to the Director, lead for project management teams executing high priority missions for JIEDDO.

COALITIONS BUILDING: Establishment and maintenance of a large diverse interagency team required extensive planning, management and focus. Every agency of the US Government is concerned about the destructive effects of IEDs, combating IEDs and explosive precursors is understandably not on the top of every agency's agenda. To keep the effort moving and our interagency partners oriented on serving our end user, US personnel in Afghanistan, required constant relationship and coalition building. This constant effort to foster cooperation is the engine that keeps this whole of government effort on track and all agencies engaged. This includes engagements with the private sector, industry organizations and coalition partners leveraging their expertise and access. I accomplished this using our best practice six week interagency meeting cycle, directing and tracking at least one engagement at varying levels across the team and within JIEDDO with all participating agencies every week toward keeping this important effort on the radar and on track.

ADMINISTRATIVE LEADERSHIP: Manage day-to-day operations, including all joint, interagency, and coalition operations, intelligence sharing, cooperation, coordination, planning, and training. Managed a \$15M congressionally approved contingency fund for counter IED materials facilitation operations in Pakistan.

OTHER SIGNIFICANT ACCOMPLISHMENTS:

- Achieved inclusion of three explosive items on an international watch list.
- Achieved greater supply chain oversight from targeted companies and industries.
- Coordinated and funded end use checks of explosive precursors in Pakistan.
- Achieved momentum at the United Nations toward establishment of an International Explosives Marking System which will allow better tracking of all commercial grade explosives.
- Developed clear measures of performance and measures of effectiveness for the HME TF/COA program.
- Completed PMP training, Syracuse University. Improved my knowledge of MS Project and SharePoint.

"Specialist on Human Networking, Innovation process improvement, and organizational effectiveness. Unmatched strength of character. His professionalism and personal values rank him with the finest of any rank I have ever seen; I trust him absolutely." - JD Johnson, Director, JIEDDO, Lieutenant General (three-star)

Executive Officer/Chief of Staff, Under Secretary/Chief Management Officer, US Army 06/2012 - 06/2014
Immediate Office of the Secretary of the Army

Hours/week: 80

The Pentagon, Washington, DC

Supervisor: [REDACTED]
Telephone: [REDACTED]

Salary: [REDACTED]

(b) (6)

(b) (6)

DUTIES AND RESPONSIBILITIES / MISSION: Executive Officer/Chief of Staff to the Under Secretary of the Army. On behalf of the Under Secretary, serves as the primary liaison with senior DOD offices, the Immediate Offices of the Secretary of Army, the Chief of Staff and Vice Chief of Staff of the Army, the Assistant Secretaries, the Administrative Assistant to the Secretary of the Army, Director of the Army Staff, Office of Business Transformation, the General Officer Management Office and Direct Reporting Units. Provides advice and assistance on all matters submitted to the Under Secretary for action. Supports the Under Secretary for engagements with diverse officials including White House personnel, members of Congress, Secretariat and Army Staff principals, other Service Secretaries, Foreign Dignitaries and the press. Supervises 13 personnel in the Immediate Office of the Under Secretary of the Army.

EXPERT SUPPORT TO SENIOR LEADERSHIP: Assisted the Under Secretary in managing his varied responsibilities to the Army on all matters related to personnel, readiness, training and equipping, acquisition and financial management. Assistance extended to his role as the Chief Management Officer overseeing all elements of U.S. Army business transformation and strategic planning. In this role I providing briefings, information, preparation material, recommendations, and a sounding board to discuss potential courses of action. The topics span the US Defense establishment to include: Army Recruiting, Retention, and Strength - (HR); Program Objective Memorandum - (Program Management and Budget); Deputies Management Action Group - (Strategic policy); Military Healthcare System Review - (Employee Benefits); Sexual Assault Prevention and Response and Comprehensive Soldier and Family Fitness Program - (work life, labor and employee relations); and the Army's Enterprise Information Technology and Management Systems Oversight to name a few.

OTHER SIGNIFICANT ACCOMPLISHMENTS:

- Planned, and executed hundreds of expert presentations large and small to prepare the Under Secretary for senior level engagements.
- Planned, coordinated, and executed over a dozen large senior leader health of the force/visits/inspection tours to Army organizations around the world.
- Coordinated the Office of Business Transformation activities for the Secretary.
- Twice awarded the Legion of Merit Medal for excellence while serving in this position. (The sixth highest U.S. Military decoration, one of only two United States military decorations to be issued as a neck order, the other being the Medal of Honor)

"My #1 pick for Brigadier General, must promote NOW. The best of the best, Reggie tackles complex and politically sensitive issues with the strategic insight, judgment, and maturity of a seasoned General Officer now. He impresses me with his keen mind, in fact he possesses the best combination of natural ability, experience, intelligence and drive I've seen." Ambassador to Saudi Arabia Joseph Westphal – then Under Secretary and Chief Management Officer of the US Army.

United Kingdom Higher Command Course, London 01/2012 – 05/2012

Regimental (Brigade) Commander, 3rd Armored Cavalry Regiment
III US Armored Corps and Fort Hood

04/2009 – 12/2011
Hours/week: 65

Fort Hood, TX, USA

Supervisor:

Salary:

(b) (6)

(b) (6)

DUTIES AND RESPONSIBILITIES / MISSION: Served as Commander of the 3d Armored Cavalry Regiment the United States Army's largest, most powerful brigade managing over \$2B of equipment, and over 5,000 personnel, including fleet management of over 1,500 vehicles, 34 aircraft and 8 Unmanned Aerial Vehicles. The 3d Armored Cavalry Regiment is the Army's only large reconnaissance and security formation designed with the firepower to stand in for a Division. Responsible to ensure the Regiment is prepared to conduct operations as an air-ground, combined arms team in support of a contingency corps, a Joint Task Force, or a Multinational Force. The Regiment is organized into three ground cavalry squadrons, an air cavalry squadron, and a support squadron and four large separate companies. Responsible for the combat readiness of the Regiment including the training, morale, welfare, and discipline of the Regiment's troopers and the maintenance and accountability of all equipment. Care for Family members as well as Soldiers.

COMPLEX ADMINISTRATION/LEADERSHIP/BUILDING COALITIONS: As a Brigade Commander in Iraq, assumed responsibility for five diverse provinces south of Baghdad, covering an area the size of South Carolina. Developed, implemented and monitored personnel policies, standards, procedures and programs in a multifaceted, joint, interagency environment. (State Dept., CIA, USAID, DIA and five Provincial Reconstruction Teams). The overall campaign plan resulted in reduced violence by 52%, (through innovative intelligence driven operations) the training of 14,799 Iraqi Security Forces, (in southern Iraq, the ones still fighting) improved infrastructure with 219 reconstruction projects, which produced 4,623 jobs in the region. Each of these exceed national level goals for the brigade's area of responsibility in Iraq. The Regiment was cited by NSA and USF-I for excellence in intelligence operations.

TRAINING & SUPERVISION: At Fort Hood during the challenging train-up for the deployment, developed and executed a detailed training plan that included refined training objectives, budget development (\$120M) and execution, acquisition planning and logistics support resulting in a fully prepared Brigade for operations in Iraq.

EMERGENCY RESPONSE: Established policies and procedures that led to the brigade setting the standard for brigade-level organizations in many areas including security operations, safety, property and facilities management, physical security, and emergency preparedness both at Fort Hood, Texas and in Iraq. As an example, immediately after the tragic shooting at Fort Hood in 2009 while the situation was still unclear, led the deployment of over 2000 armed soldiers to secure the Army's largest installation. Working with police searched hundreds of vehicles, patrolled and secured every access point, and high value location for the following three days gradually drawing down as the situation stabilized. This was done without a single incident, demonstrating to the community the professionalism of American Soldiers after this horrific event.

OTHER SIGNIFICANT ACCOMPLISHMENTS:

- One of only four armor commanders selected for combat command in 2008, out of 350 pre-qualified candidates.
- The operations of my well-positioned, highly effective interagency team resulted in the brigade, along with several individuals receiving interagency awards.
- Deployed to South West Asia three times, twice as a commander once as a planner.

(b) (6)

- Oversaw one of the largest information technology / communications networks in Iraq with nearly 8000 users.
- Received the Legion of Merit Medal

"Phenomenal performance by the best brigade level commander in USD-S. COL Reggie Allen must be selected immediately and serve as a general officer as he clearly has multi-star, division command potential. His maturity, judgment, tactical skill and strategic acumen mark him as future senior leader in our Army. His leadership of the 3d Armored Cavalry Regiment in combat and stability operations in Operation New Dawn has set the standard for other units to follow. In short a magnificent performance by a modern warrior with keen strategic insights. Promote on this board to brigadier general and groom him for command. If I only had one vote he would get it." Major General Eddy M. Spurgin, 36th Division Commanding General (CG).

Operations Officer (G3) (COO), III Corps and Fort Hood

US Army

Fort Hood, TX, USA

06/2008 – 04/2009

Hours/week: 60

Salary: (b) (6)

Supervisor:

T

DUTIES AND RESPONSIBILITIES / MISSION: Assistant Chief of Staff G3 of the III US Corps (Phantom Corps) the Army's Armored Corps which has US Code Title 10 Training and Readiness Authority (TRA) of over 50,000 active duty Soldiers, consisting primarily of two active Divisions, a Corps Expeditionary Sustainment Command, an Armored Cavalry Regiment and 12 separate Brigade level organizations across three installations. Operations officer for nearly 30% of the Army's active duty combat power, and over 10% of its Soldiers. Responsible for the development and execution of plans, operations, battle command, exercises, transformation, aviation and training for III Corps. Staff proponent for numerous Corps initiatives from campaign planning, Army Forces Generation oversight, deployments, contingency operations to general war planning. Personnel include 113 Soldiers authorized within G3, and numerous civilians and contractors.

TRAINING MANAGEMENT & STRATEGIC PLANNING: Ensured the Corps Headquarters (HQ) was trained and prepared to conduct its wartime mission by planning and implementing a highly successful deployment of the HQ to Korea for combat exercises. Guided the development of the first strategic campaign plan for the Army's largest military installation resulting in that plan becoming the foundation for the Army's worldwide Installation Management Command's eight-year strategic campaign plan.

PROBLEM RECOGNITION, SOLUTIONS & RESULTS: Identified a significant training deficiency in our Brigade Combat Teams' preparation to deploy to Iraq and Afghanistan. Units were not able to train in a realistic near-east environment while training at Fort Hood. To address this shortfall, conceived, planned the acquisition strategy, managed the contracting, and oversaw the Maneuver Training Area Initiative which was a detailed modernization project to build mock near-east urban centers across the Fort Hood training areas that units could utilize. Developed a detailed communications plan to explain and defend this new resource requirement to obtain funding within budget. Upon completion of the urban centers, training events using the new modernized training areas dramatically improved training realism and operational effectiveness as evidenced in unit After Action Reviews. (AARs).

OTHER SIGNIFICANT ACCOMPLISHMENTS:

(b) (6)

- Selected ahead of peers to be one of only three Corps level Operations Officers in the US Army.
- Led the evolution of the Heavy Warfighter Forum, a digital network of commanders and leaders to communicate and crosstalk about issues and solutions to common challenges across the force.
- Directed and refined the development the Capacity Building Training Strategy and IED-Defeat Gated Training Strategy.
- Conceived and executed a state of the art IED/Urban training area (Phantom Run) as part of the Maneuver Training Area Initiative.
- Orchestrated the development of and personally wrote much of the III Corps Training and Leader Development Guidance (CTLDG) which became the Corps standard for years to follow.
- Executed all with an unmanned G3 shop that never reached 60% strength, executed hundreds of routine functions within G3 routinely.

"COL Reggie Allen is easily the best of the 12 Colonels I rate, and in the top 1% of all I've known in over 25 years of service. Reggie sees the big picture, he understands, visualizes, describes, and directs multiple complex tasks to completion to the highest standard. As G3 of one of the largest organizations in our Army, Reggie more than any other single individual helped turn the CGs intent into results for the Corps." Major General Paul Funk, CG 1 Infantry Division – then Chief of Staff III Corps.

National War College, Washington DC 06/2007-06/2008

Military Assistant/Speechwriter, Secretary of the Army
Immediate Office of the Secretary of the Army
The Pentagon, Washington, DC

06/2006 – 06/2007
Hours/week: 60

Supervisor:
T

(b) (6)

DUTIES AND RESPONSIBILITIES / MISSION: Principal Military Assistant to the Secretary of the Army in the areas of current and future operations, reserve affairs, personnel, and logistics. As primary speechwriter, prepares speeches, presentations and papers to support the Secretary. Responsible for conveying the Secretary's priorities and guidance to the Army Staff and the Assistant Secretaries and their staffs. Prepares the Secretary for meetings, public appearances and associated functions. Provides advice and assistance on matters submitted to the Secretary for action.

EXPERT SUPPORT TO SENIOR LEADERSHIP: As the principal Military Assistant to the Secretary of the Army (SECARMY) provided detailed information and assessments directly to the Secretary on policy proposals from HQDA and DOD staffs. This includes research, analysis and coordination of policies and programs to assist the Secretary in carrying out his responsibilities.

WRITTEN & ORAL COMMUNICATION: As primary speechwriter, prepared dozens of speeches, presentations and papers to reflect and convey the Secretary's guidance and position on the entire scope of his responsibilities. Refined expert level skills in Microsoft Office in this position.

(b) (6)

HIGH LEVEL PRESENTATIONS: One of the highlight of this assignment was the development of the "State of the Army" address given by the Secretary of the Army at the annual United States Association of the Army convention in Washington DC. This keynote was also to be introduction and launch to the US Army and the world of the new the "Army Strong" recruiting campaign, the first major change to the Army's branding theme in many years. Development of the address required extensive coordination with the White House, DOD, the advertising agency, senior political operatives, and other stakeholders across defense and the USG. The successful launch and subsequent integration and embracing of the Army Strong campaign was a major success and still serves as the Army's brand today.

"LTC Reggie Allen excelled as my Military Assistant and Speechwriter and he is one of the Army's best and brightest officers. He brought a depth of operational knowledge and experience to the job that was unmatched by his peers. His intelligence, communicative skills, and perseverance set him apart from other officers. Reggie sees the big picture and provides context to the complex issues, making him invaluable as my military assistant and speechwriter during the busiest period of my tenure. His speeches included the Secretary's keynote speech/presentation "The State of the Army" at the Annual AUSA convention, which launched the "Army Strong" recruiting campaign." HON Dr. Francis Harvey, Secretary of the Army.

Future Operations Planner, Army G3

The Army Staff

The Pentagon, Washington, DC

06/2005 -- 06/2006

Hours/week: 60

(b) (6)

Supervisor:

DUTIES AND RESPONSIBILITIES / MISSION: Responsible for the planning, coordination and monitoring of all aspects of United States Army forces and/or assets involved in current/future operations around the world. Directly supports the decision making process of the Secretary of the Army, CSA, VCSA, and the Army G3 by providing timely analysis and recommendations. Executes and presents special projects and studies for the CSA, VCSA, and the Army G3. Briefs the Army senior leadership and provides executive summaries on any number of topics related to US Army operations. Coordinates and articulates the Army position on Joint and unilateral matters with the SECDEF, SECARMY, Joint Staff and Army Major Command's staffs. Coordinates the Army's position in response to requests for forces from all combatant commands.

PROJECT MANAGEMENT/BUSINESS ACUMEN: Hand-picked to lead a multifunctional Project Management Team that planned and developed the organizational structure, controls, costs, materials, and human resources (to include performance management; position classification; and organizational development/design) to form, staff, train, equip, and deploy over 3,000 US personnel in new transition/training teams to Iraq and Afghanistan from a newly formed centralized training base. Previously, this training was conducted adhoc at multiple locations with available personnel. This streamlined, cost saving, holistic solution allowed rapid expansion of the training effort for indigenous Security Forces, accelerated the national level goal of handing over security responsibilities, helping to allow the orderly drawdown of US Forces.

OTHER SIGNIFICANT ACCOMPLISHMENTS:

- Earned the distinction as the recognized expert on ground operations in both Iraq and Afghanistan, from the Vice Chief of Staff of the Army and the Army G3.
- Received the Army Commendation Medal and the Meritorious Service Medal for performance in this assignment.

"Outstanding officer by every measure. Best lieutenant colonel (of the 45) I senior rate clearly among the most talented I have known in 28-years of service. Best action officer in the Army G3. Possesses more natural leadership talent than almost anyone else I have served alongside. Enough talent where he is better than any two or three other lieutenant colonels. Unbelievable potential to go as far as he wants." Major General Jeffery Hammond – then Director of Operations, Readiness and Mobilization for the US Army.

Squadron (Battalion) Commander, 1st Squadron, 10th US Cavalry, 4th Infantry Division 06/1999-06/2001
US Army
Fort Hood, TX, USA

Hours/week: 60

Supervisor:

(b) (6)

DUTIES AND RESPONSIBILITIES / MISSION: Commander of a fully digitized United States Cavalry Squadron Task Force (TF) in the 4th Infantry Division (Mechanized) operating as part of Operation Iraqi Freedom (OIF) in Northern Iraq. After returning to Fort Hood, transitioning the organization into an Armored Reconnaissance Squadron.

COMBAT LEADERSHIP & OPERATIONAL MANAGEMENT: Maintained a combat-ready force of over 200 combat and support vehicles, 16 helicopters, and ancillary equipment. After assuming leadership on the Iran-Iraq Border, conducted a year of combat operations in Iraq. Task Force Saber grew into three battalion size units with over 2100 personnel at the height of operations, the largest battalion level combat formation in Iraq. Task Force Saber participated in the capture of Saddam Hussein, successfully secured the Iran-Iraq border, eastern Tikrit, and later Balad Joint Air Base then the largest concentration of US Soldiers in Iraq. Sustained a high level of discipline, morale, and welfare for soldiers and families by creating a positive and effective command climate both in Iraq and at Fort Hood.

CHANGE MANAGEMENT: As a Battalion (1,000+ people) and later as a Brigade Commander, (5000+ people), faced unprecedented change management/leadership challenges as the lead unit in the US Army's transformation efforts. As a Battalion Commander, "transformed" a Division Cavalry Squadron into the Army's first Armored Reconnaissance Squadron. Later, as a Brigade Commander planned and initiated the only conversion of an Armored Cavalry Regiment into a Striker Brigade. In both cases, developed the vision, strategy, and comprehensive plans that leveraged modern change management theory and practice. These plans not only reorganized, rebuilt, and transformed the two organizations, but the balanced vision and approach allowed the units to maintain focus and intensity in training for combat within new organizational structures. The end result of these complex organizational changes were two high-performing, fully transformed large units that went on to successful deployments to Iraq and Afghanistan.

BUDGET MANAGEMENT & TRAINING: Managed an annual operating budget and flying hour program of more than \$7M. Responsible for more than \$300M in equipment (including 27 tanks valued at nearly \$7M each). Produced a training program that allowed the Squadron to provide trained and ready Soldier and leaders to "seed" two new forming units, while continuing to prepare the Squadron for eventual redeployment to Iraq.

"The consummate team player, Reggie demonstrates a mastery of his craft and the ability to control a vast battlefield while providing unparalleled support to the division. Simply put, a brilliant combat performance. Then Colonel Michael Moody, Brigade Commander

"Reggie Allen is a combat tested commander. In the top 5 out of 44 Battalion Commanders in TF Ironhorse. The Division Cavalry Squadron performed superbly throughout combat operations, always performing the toughest missions and controlling large portions of our battlespace. Whether along the Iran-Iraq border, East Tikrit or providing security around the largest concentration of soldiers in Iraq, the Balad airfield. LTC Allen's aggressive leadership, attention to detail and tactical and technical competence always assured success. Select immediately for promotion to Colonel and Brigade Command. One of our future leaders." General Raymond Odierno, Chief of Staff of the US Army – Then 4th Infantry Division CG.

OTHER SIGNIFICANT ACCOMPLISHMENTS:

- Displayed the flexibility and professionalism of the Cavalry deploying all or parts of the squadron to trouble areas across Iraq executing 18 major intra-Iraq moves.
- Squadron participated in the capture of Saddam Hussein establishing the cordon around his location and providing the armored firepower to defeat any potential enemy security force.
- Air Readiness- two Air Cavalry Troops (16 Kiowa Warrior Helicopters) maintained a phenomenal operational ready rate receiving an award for flying the most combat hours of any unit (battalion level) in OIF1.
- Achieved a ground operational readiness rate consistently above 90% on a wide range of equipment in both Regimental and Squadron Command.

OTHER ASSIGNMENTS

ASST DEPUTY DIRECTOR OF OPERATIONS, National Military Command Center J3, The Joint Staff; (2001 – 2003)
ARMY DIVISION CHIEF OF OPERATIONS, BATTALION EXEC/OPERATIONS OFFICER, Fort Stewart, GA (1998-2001)
VARIOUS COMMANDS, AND EXECUTIVE OFFICES, Fort Knox, KY; Iraq; Germany; and Fort Carson, CO (1985-1997)

OTHER NOTEWORTHY CAREER ACCOMPLISHMENTS:

- While serving as the Deputy Director of Operations in the National Military Command Center (NMCC) (Team leader) in the Pentagon built the most effective and high performing operations team (15 personnel) resulting in the highest readiness ratings among the five operations teams that monitor worldwide activities for the Department of Defense.

"LTC Reggie Allen is a gifted officer who, in my opinion, is the best of our five Assistant Deputy Directors for Operations in the National Military Command Center. A crisis management expert, he provides excellent oversight, coordination and updates to the most senior Joint Staff and OSD leadership. He is clearly the recognized operations team expert in the NMCC. An outstanding performance by a rising star in our military. Already selected for Battalion level CMD, make him a Division G3 post command. Promote this officer to Colonel below the zone and select for resident SSC, followed by selection for Brigade Command. Reggie has clear GO potential" Brigadier General Michael Planart, US Air Force

- As the Chief of Operations, managed a cross-functional project management team to rebuild the command post and how it operates. Redesigned the structure to open areas for better communications, placed large monitors at key locations so all personnel have better situational awareness. Researched and developed the acquisition strategy to procure an internal communications system to coordinate actions, standardized computers and develop battle management software in the command post.

The result was an excellent command post evaluation in our warfighter exercise and adoption across the Army of many of these innovations. Also received a cost saving innovation award from the Army for this work.

"MAJ Allen is one of two best officers on the division staff and clearly the best operations officer I have ever served with. During the most demanding year in recent history, he has demonstrated a unique ability to supervise the execution of a multitude of demanding tasks simultaneously, ensuring each meets the highest standards. His crowning achievements were the wholesale redesign and construction of the Division Main Command Post and development of an automated information management system. Both of these efforts have improved the division's warfighting capability in unprecedented ways, and have become the model for other units in the Corps and other divisions. A consummate professional, MAJ Allen is respected and admired by his subordinates and peers, and sought out for the toughest jobs by the division leadership. This officer will set the standard for excellence in any situation; a must for early promotion to lieutenant colonel then senior service college after battalion command". JD Johnson, Director, JIEDDO, Lieutenant General (three-star)

EDUCATION AND TRAINING

Syracuse University

Syracuse, NY – On-line training

Certificate of Completion 2015

Subject: Project Management Professional Training

United Kingdom Higher Command and Staff Course

UK Defense Academy, Outside London England, 2012

Subject: Senior Fellowship on Executive Leadership, International and National Security and Strategic Studies

Relevant Course Work: NATO Operations, Tools for Executive Leadership / Higher Command

National War College

Washington DC, USA

Master of Science, 2008

Major: National Security and Strategic Studies

Relevant Course Work: National Strategy & Policy, National Security Decisions, Homeland security

University of Louisville

Louisville, KY, USA

Master of Education, 1997

Major: Operational Training Administration and Development

(b) (6)

Relevant Course Work: Human Resources Development, Training Management and Leadership, Methods of facilitation, Project Planning and evaluation

North Carolina A&T State University

Greensboro, NC, USA

Bachelor of Science, 1985

Major: Business Administration

(b) (6)

Relevant Course Work: Business Communications and Critical Thinking, Management Theory and Practice, Business Research, Principles of Microeconomics, Principles of Accounting, Computer Applications/Systems

Aviation High School, Long Island City, NY 1981

Selected Training

- Command and General Staff College, "Operational Art of Warfighting (Planning, Resourcing and Executing Operations)," US Army, Jun 1997 – Jun 1998
 - US Army Operations Research and Systems Analysis Course Phase I & II, US Army Logistic management Center Fort Lee, VA, Jun – Aug 1994
 - Combined Arms and Service Staff School, "Analyze and Solve Complex Problems" US Army, Jan 1994
 - Armor Officer's Advanced Course, "Master the Tools to Become a Career Officer," US Army, Jun-Dec 1989
-

ADDITIONAL INFORMATION**HONORS/AWARDS:**

The Legion Of Merit (4), the Bronze Star (3); Defense Meritorious Service Medal (2); Meritorious Service Medal (7); Army Commendation Medal (4); Army Achievement Medal; National Defense Service Medal(2), Southwest Asia Service Medal (3); Iraq Campaign Medal (2); Global War on Terrorism Medal, GWOT Expeditionary Medal; Armed Forces Service Medal; Army Service Ribbon, Overseas Service Ribbon (3); Saudi Arabia Liberation of Kuwait Medal with Palm; Kuwait Liberation Medal; Valorous Unit Award (2); Superior Unit Award, Joint Chiefs of Staff ID Badge; Army Staff ID Badge; Draper Combat Leadership and the Parachutist Badge.

COMPUTER SKILLS:

Microsoft Office (expert level skills) MS Project, MS SharePoint

U.S. MILITARY SERVICE INFORMATION:

- Reserve Officers' Training Corps (ROTC), 4-Year ROTC Scholarship – Aug 1981 to May 1985
- United States Army, May 1985 through June 2015 (retired)

PROFESSIONAL ASSOCIATIONS:

- Alpha Phi Alpha National Service Fraternity – Community Service
- US Army Armor Association; Member (1986 – Present)
- 2nd US Cavalry Association, Member (1992 – Present)
- 3rd US Cavalry Association, Member (2009 – Present)

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)						2. Social Security Number (b) (6)		3. Date of Birth		4. Effective Date			
FIRST ACTION						SECOND ACTION							
5-A. Code		5-B. Nature of Action				6-A. Code		6-B. Nature of Action					
5-C. Code		5-D. Legal Authority				6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number						15. TO: Position Title and Number							
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis	
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay	20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization							
EMPLOYEE DATA													
23. Veterans Preference (b) (6) 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF (b) (6)			
(b) (6)						28. Annuitant Indicator			29. Pay Rate Determinant				
30. Retirement Plan				31. Service Comp. Date (Leave) (b) (6)		32. Work Schedule			33. Part-Time Hours Per Biweekly Pay Period				
POSITION DATA													
34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E - Exempt N - Nonexempt		36. Appropriation Code			37. Bargaining Unit Status				
38. Duty Station Code				39. Duty Station (City - County - State or Overseas Location)									
40. Agency Data		41. (b) (6)		42.		43.		44.					
45. Remarks													
46. Employing Department or Agency						50. Signature/Authentication and Title of Approving Official							
47. Agency Code		48. Personnel Office ID		49. Approval Date									

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Action Requested IPA Assignment NTE 1 Year	2. Request Number
3. For Additional Information Call (Name and Telephone Number) Tracy Hunt (564-3082)	4. Proposed Effective Date 04-15-18

5. Action Requested By (Typed Name, Title, Signature, and Request Date) Mike Flynn, Acting Deputy Administrator <i>Michael Flynn</i> 4/3/18	6. Action Authorized By (Typed Name, title, signature, and Concurrence Date) M. Flynn, Acting Deputy Administrator <i>Michael Flynn</i> 4/3/18
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PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) Allen, Reginald E.	2. Social Security Number	3. Date of Birth	4. Effective Date
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FIRST ACTION

5-A. Code	5-B. Nature of Action	5-C. Code	5-D. Legal Authority	5-E. Code	5-F. Legal Authority

SECOND ACTION

6-A. Code	6-B. Nature of Action	6-C. Code	6-D. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number U.S. Office of the Administrator Immediate Office	15. TO: Position Title and Number George Mason University - Environmental Science and Policy 4400 University Drive - Fairfax, VA. 22030
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8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization

EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%*	24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location)		

40. AGENCY DATA	41.	42.	43.	44.		
45. EDUCATIONAL LEVEL	46. YR DEGREE ATTAINED	47. Academic Discipline	48. FUNCTIONAL CLASS	49. CITIZENSHIP 1-USA 8-OTHER	50. Vietnam Era Vet	51. SUPERVISORY STATUS

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

CONTINUED ON REVERSE

OVER

REGINALD ALLEN

ADDENDUM TO IPA AGREEMENT

1

In order to ensure that the detail of this employee does not raise any ethics concerns under 18 U.S.C. §§ 203 and 205, EPA authorizes this employee, as part of the proper discharge of his/her official duties under this Agreement, to act as the host organization's agent and to represent the host organization before any federal department, agency, court, officer, or commission with one exception: when the host organization and the federal government are involved as adversaries in any litigation, including any administrative or judicial enforcement actions, EPA does not authorize this employee to act as the host organization's agent or attorney and does not authorize this employee to represent the host organization before any of the federal entities listed above. Unauthorized representation includes the filing of declarations in court proceedings and participating in status conferences with a court, engaging in negotiations with the federal government in litigation, and participating on conference calls between the parties.

☒ I have read the preceding paragraph and understand the implications.

ADDITIONAL ACKNOWLEDGMENTS BY THE EPA EMPLOYEE:

☒ All rules and policies governing the internal operation and management of the agency to which assignment is made under this agreement will be observed by me. I further understand that, in "partnering with nonprofit, private and government organizations" (see IPA agreement, Part VII, paragraph 22), I must abide by those statutory authorities that allow EPA and its employees to cooperate with non-federal entities.

☒ I understand that I remain a federal employee subject to the federal ethics laws and regulations. I understand that I must file a public financial disclosure report, the OGE 278, through INTEGRITY as required by law and continue to be subject to the STOCK Act that requires, among other things, for me to disclose any negotiations for compensated employment to EPA Ethics within 3 business days. I further understand that I cannot seek employment with the gaining organization because doing so will be a financial conflict of interest.

☒ I have been informed that any travel and transportation expenses covered by my Federal agency appropriations may be recoverable as a debt due the United States, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) or one year, whichever is shorter.

☒ Before accepting any travel-related expenses from the IPA host organization, including but not limited to airfare, hotel expenses, and per diem, I understand I must obtain EPA approval pursuant to 31 U.S.C. 1353 by submitting an EPA Form 26 10-3 to my appropriate ethics official, unless otherwise directed in writing in advance by my ethics official.

☒ Any research or writing that I do under this IPA is done in my official EPA capacity will consult with EPA's Office of General Counsel in advance of any publication of work associated with this IPA to ensure that I comply with intellectual property and ethics guidelines, including use of any necessary disclaimers.

REGINALD ALLEN

ADDENDUM TO IPA AGREEMENT

2

☒ Because my salary and benefits will be paid in part or in full with federal funds, I agree not to engage in any indirect lobbying of a member of Congress, a jurisdiction, or an official of any government in support of or in opposition to any legislation, law, ratification, policy, or appropriation. I understand that, under certain circumstances, assisting a non-federal entity or a member of the public in their lobbying efforts (including but not limited to preparing communication materials, analyzing or drafting proposed legislation) may constitute indirect lobbying and to consult with EPA's Office of General Counsel if I have questions. I understand that if I engage in indirect lobbying that violates the Anti-Lobbying Act or appropriation act restrictions on indirect lobbying, I may be subject to civil and/or criminal penalties under the Anti-Lobbying Act and the Anti-Deficiency Act.

☒ I have been informed of applicable provisions should my permanent employer become subject to a reduction in force procedure.

☒ I agree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time, I have been informed that I will be liable to the United States for all expenses (except salary and benefits) of my assignment.

☒ I have been informed that my assignment may be terminated at any time at the option of the Federal Government or the State or local government.


Signature


Date

COST/BENEFITS JUSTIFICATION

PLEASE SPECIFY THE RATIONALE FOR THE COST-SHARING DECISION BY ANSWERING THE FOLLOWING:

1. How does the assignment support EPA's mission, or government-wide initiatives?

On December 15, 2015, the White House issued an Executive Order on Strengthening the Senior Executive Service. The EO identified continuous professional development as imperative to an executive's success and ability to gain experiences that will enable them to lead a variety of organizations. The U.S. Office of Personnel Management provided guidance on the section of the EO calling for agencies to increase the number of their SES members who are "rotating" to sharpen their skills. Applicable to the EO, a rotation is "a development process, involving movement to another position or an assignment that broadens the executive's knowledge, skill and experience in order to improve talent development, mission delivery and collaboration." Agency options to help their executives obtain such assignments include providing internal rotations to other departments and supporting external rotations to other agencies and non-Federal partners. The Intergovernmental Personnel Act mobility program provides a means for rotations to State and local governments, colleges and universities, tribal governments and other eligible organizations.

This IPA assignment is responsive to the government-wide objective to develop members of the SES workforce and reflects the EPA's commitment to supporting the professional growth of its senior executives. The assignment will allow Mr. Allen to gain perspectives and experiences outside his current role that will further his ability to collaborate and lead. The IPA is also supportive of goals in OPM's 2016 Government-wide Inclusive Diversity Strategic Plan. Specifically, the goal to "Diversify the Federal Workforce through the Active Engagement of Leadership." Mr. Allen's IPA is designed to benefit both the EPA and George Mason University through projects that focus on enhancing collaboration and institutional exchanges that will support the Agency's mission to protect human health and the environment.

2. How will the assignment strengthen relations with institutions important to the overall environmental mission and "network?"

The EPA seeks to build strong working relationships with academic institutions – critical sources for the professional talent the agency needs to fulfill its mission and build a diverse, high performing workforce. This assignment will further collaboration between EPA and GMU and encourage the participation of GMU students in the nation's environmental programs. This assignment highlights the EPA's support of students to include minority students and professionals, who comprise a growing component of the Nation's Twenty-first Century workforce. Through outreach and the performance of assigned duties, Mr. Allen will share information with the university's administrators, educators, students and alumni concerning the EPA's environmental mission and range of career opportunities. Mr. Allen will make full use of his network of leaders in government, business, and nongovernmental organizations to enhance project and broaden student and faculty perspectives. The IPA agreement will serve to strengthen those relationships and will allow Mr. Allen to build new partnerships and coalitions that have a common interest in adapting to, supporting, and evolving Federal policy, and in modernizing EPA and the nation's entire environmental protection enterprise. Such engagement and feedback will enhance EPA's ability to achieve its mission and serve and protect the nation.

COST/BENEFITS JUSTIFICATION

3. List the specific products derived from this agreement that will be utilized by EPA and/or the federal government.

- providing "hands-on" learning opportunities for students particularly in understanding the Environmental Protection Agency and future opportunities for students – helping to build the bench for EPA;
- provide a valuable perspective on the Agency from an external stakeholder, which will enhance the executives' leadership and engagement abilities and help him contribute more to EPA's mission to meet environmental challenges of the future.
- identifying and prioritizing projects, advising on projects that intersect with EPA's mission, or could benefit from EPA perspective thereby strengthening the agency's linkage with the academic community
- recommendations on how to build networks/promote contacts between EPA professionals and GMU students, faculty and alumni concerning topics of mutual interest.
- list of speakers from the EPA and GMU who can respectively, address the university community and EPA employees (e.g., during issue focused, diversity and other events).
- facilitating the participation of EPA employees in institutional and educational exchanges, and coordinate, organize, and execute "Shadow Days" with the EPA;
- help expand the applicant pool for student employment opportunities within EPA; facilitate an EPA
- facilitate grant proposal writing lecture/workshop for faculty reducing error rate on proposals to EPA

4. What are the specific factors that will be applied in evaluating the progress of this assignment and the evaluation of cost/benefits achieved?

- development of an action plan that is approved by the Chair of the Environmental Science & Policy Department;
- statements of cooperation by stakeholders partnering in research and analysis reviews;
- for selected projects, approval of a project plan that includes milestones for accomplishments, as required;
- timeliness and effectiveness in achieving the milestones identified in project plan(s);
- written annual progress report summarizing priority activities and accomplishments.
- The delivery of class lectures to GMU students on various topics (e.g., talent acquisition, leadership and workforce diversity).
- Development and implementation of a communication strategy (e.g., presentations, informational and brown bag sessions and organized events) to share information with GMU faculty, students and alumni concerning the EPA's mission and range of career opportunities.
- Outreach and student application for Federal agency internships; and student and alumni application for federal employment.
- coordinate and facilitate a guest lecture program identifying other federal personnel and academics who might serve as guest lecturers.

Prohibition of Use of Federal Funds

31 U.S.C. § 1352. Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions.

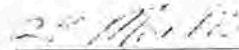
(A) (1) None of the funds appropriated by any Act may be expended by the recipient of a federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action described in paragraph (2) of this subsection.

(2) The prohibition in paragraph (1) of this subsection applies with respect to the following Federal actions:

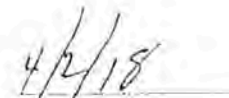
- (A) The awarding of any Federal contract
- (B) The making of any Federal grant.
- (C) The making of any Federal loan.
- (D) The entering into of any cooperative agreement
- (E) The extension, continuation, renewal, Amendment, or modification of any federal contract, grant, loan, or Cooperative agreement.

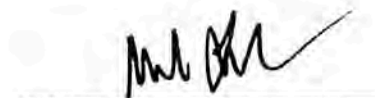
I have read the Section 1352 and agree that it applies. I agree to comply with it and recognize that any noncompliance on my part could serve as a basis for terminating the IPA assignment. In accordance with that, I have signed below to signify my agreement. I also acknowledge that I have signed voluntarily and free of any coercion or duress.

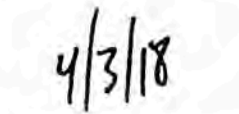

Assignee Signature


Date


Home Organization Signature


Date


Hosting Organization Signature
Michael Laskofski
Associate VP of Research Operations
George Mason University


Date

EMPLOYMENT STATUS CERTIFICATION STATEMENT

Authorizing Official for Home Organization:

I hereby certify that REGINALD E ALLEN has permanent status pursuant to the IPA manual Chapter 1, Section 6. I further certify that he was not converted to a different employment authority in the past 180 days for the sole purpose of becoming an eligible participant of the IPA program. Furthermore, our organization intends to return this employee to a permanent position upon completion of the IPA assignment. It is not the intent of the Program to hire the assignee to a "like" position while on temporary assignment to the Agency.

Pursuant to Chapter I, Section 12, I further certify that all applicable Federal, State and local conflict of interest and employee conduct laws have been reviewed with this employee.

Michael Flynn 4/2/18
Signature/Date

Acting Deputy Administrator
Title

Federal IPA Assignee:

Upon completion of my IPA assignment, I agree to return to my permanent position of record (or some "like" position). Should I fail to serve the required time (Chapter 2, Section 8), I have been informed that I may be liable to the federal government for all expenses incurred (excluding salary and benefits).

Alan 29 Mar 18
Signature/Date

Asst Rep C of S
Title

Non-Federal IPA Assignee:

If I fail to complete my assignment (Chapter 2, Section 8), and/or fail to return to my previous employer for the required time, I may be liable for all expenses incurred (excluding salary and benefits).

Signature/Date

Title

**List of Officials Who Negotiated
Assignment Agreement**

1) Michael Flynn

Acting Deputy Administrator

U.S. Environmental Protection Agency

1201 Constitution Avenue, NW

Washington, DC 20460

202-343-9356

2) A. Alonso Aguirre

George Mason University

Chair, Environmental Science & Policy Department

4400 University Drive, MS 5F2

Fairfax, VA 22030

703-993-1043

HQ. 613.18.19N

OP 69-# (REV. 2-89)

U.S. Office of Personnel Management

PM Chapter 134

Assignment Agreement

Title IV of the Intergovernmental Personnel Act of 1970 (5 U.S.C. 3371-3376)

INSTRUCTIONS

This agreement constitutes the written record of the obligations and responsibilities of the parties to a temporary assignment arranged under the provisions of the Intergovernmental Personnel Act of 1970.

Within 30 days of the effective date of the assignment, two copies of this form must be sent to:

U.S. Office of Personnel Management
Personnel Mobility Program
Staffing Operations Division (EC)
1900 E Street, NW
Washington, D.C. 20415

The term "State or local government" when appearing in this form, also refers to an institution of higher education, and Indian tribal government, and any other eligible organization.

Procedural questions on completing the assignment agreement form or on other aspects relating to the mobility program should be addressed to either mobility program coordinators in each Federal agency or to the staff of the Personnel Mobility Program in the U.S. Office of Personnel Management.

Copies of the completed and signed agreement should be maintained by each signatory.

PART 1 - NATURE OF THE ASSIGNMENT AGREEMENT

1. Check Appropriate Box

☒ New Agreement

☐ Modification

☐ Extension

PART 2 - INFORMATION ON PARTICIPATING EMPLOYEE

2. Name (Last, First, Middle)

Allen, Reginald E.

3. Social Security Number

4. Home Address (Street, City, State, Zip Code)

(b) (6)

5. A. Have you ever been on a mobility assignment?

☐ YES

☒ NO

5. B. If "YES", date of each assignment (Month and Year)

From

To

PART 3 - PARTIES TO THE AGREEMENT

6. Federal Agency (List office, bureau or organizational unit which is party to the agreement)

Environmental Protection Agency

7. State or Local Government (Identify the governmental agency)

George Mason University

8. Is assignment being made through a faculty fellows program?

(If YES, give name of the program)

☐ YES

☒ NO

PART 4 - POSITION DATA

A. Position Currently Held

9. Employment Office Name and Address (Street, City, State and ZIP Code)

Environmental Protection Agency
1200 Pennsylvania Ave. NW
Washington, DC 20460

10. Employee's Position Title

Asst Deputy Chief of Staff

11. Office Telephone Number
(Include the Area Code)

2025841029

12. Immediate Supervisor (Name and Title)

Michael Flynn, Acting Deputy Administrator

B. Type of Current Appointment

13. Federal Employees (Check appropriate box)

☒ Career Competitive

Grade Level

☐ Other (Specify)

Senior Executive Service

14. State and Local Employees

State or Local Annual Salary

Original Date Employed by the
State or Local Government (Month
Day, Year)

C. Position To Which Assignment Will Be Made

15. Employment Office Name and Address (Street, City, State and ZIP Code)

George Mason University
Environmental Science and Policy Department
4400 University Drive, MS 5F2
Fairfax, VA 22030

16. Assignee's Position Title

Executive in Residence

17. Office Telephone Number
(Include the Area Code)

7039931043

18. Immediate Supervisor (Name and Title)

A. Alonso Aguirre, Chair, Environmental Science & Policy
Department

Previous edition is usable

OP 69-# 105

PART 5 - TYPE OF ASSIGNMENT

24 Check Appropriate Boxes

- ☒ On detail from a Federal agency
☐ On leave of absence from a Federal agency
☐ On detail to a Federal agency
☐ On appointment in a Federal agency

- ☒ Full Time
☐ Part Time
☐ Intermittent

25 Period of Assignment (Month Day Year)
From To

04/15/2018

04/14/2019

PART 6 - REASON FOR MOBILITY ASSIGNMENT

21 Indicate the reasons for the mobility assignment and discuss how the work will benefit the participating governments. In addition, indicate how the employee will be utilized at the completion of this assignment.

This IPA Act mobility assignment will benefit the U.S. Environmental Protection Agency (EPA) and George Mason University (GMU) and further partnership and collaboration. This assignment will allow Mr. Allen to apply over 30 years of government leadership and management experience within the Environmental Science & Policy Department (ESP) at GMU to facilitate part of EPA's core mission to protect public health and the environment which requires establishment of strong working relationships with colleges and universities. These are critical sources for the professional talent EPA needs to build a diverse, high performing workforce. Mr. Allen's research capabilities and collaboration skills will help develop solutions and extend the talent pool for EPA, thereby supporting outcomes that are central to EPA's environmental protection mission. GMU will benefit from having Mr. Allen's expertise "in house" within ESP. While on assignment, Mr. Allen will help identify and prioritize projects, advising on projects that intersect with EPA's mission, or could benefit from EPA perspective. At the completion of this agreement, Mr. Allen will return to his position of record as the Asst Deputy Chief of Staff, or a similar level Senior Executive Service position at the EPA. Mr. Allen will provide gain valuable perspectives on EPA from external stakeholders, enhancing his leadership in contributing to EPA's mission.

PART 7 - POSITION DESCRIPTION

22 List the major duties and responsibilities to be performed while on the mobility assignment.

George Mason University has requested that Mr. Allen share his extensive management and leadership knowledge to serve as a Resident Executive / Affiliate Faculty within the Environmental Science & Policy Department. The department and the university is particularly interested in developing stronger relationships with the federal government as a means of broadening student experiences and future career opportunities. Specific projects will capitalize on Mr. Allen's extensive leadership and management background. Specific activities include, but are not limited to: facilitating the participation of EPA employees in institutional and educational exchanges, providing class lectures on opportunities and organization of the EPA, support or conduct other research and lectures such as leadership / management, etc. as required, help expand the applicant pool for student employment opportunities within EPA, facilitate an EPA/Federal employment career day, facilitate grant and contract proposal writing lecture/workshop for faculty, coordinate a mentor's program for the department, coordinate and execute "Shadow Days" with the EPA, sponsor and support diversity activities at GMU as a senior minority government executive, planning and organizing events with the department as well as participating in programs, including ones related to the role of the EPA in facilitating environmental progress, providing management and faculty support to the Chair of the Environmental Science & Policy Department. Additionally, Mr. Allen will help in identifying, advising and prioritizing on projects that intersect with EPA's mission, or could benefit from EPA perspective.

PART 8 - EMPLOYEE BENEFITS

23 Rate of Basic Pay During Assignment

Executive Level II - SES

24 Special Pay Conditions (Indicate any conditions that would increase the assigned employee's compensation during the assignment period.)

Executive Level II pay is determined by Congress

25 Leave Provisions (Indicate the annual and sick leave benefits for which employee is eligible. Specify the procedures for reporting, requesting and recording such leave.)

Employee's leave and benefits are remain unaffected by this IPA. Assignee will be governed by the provisions of EPA annual and sick leave policy. Leave and time will be reported by the assignee to the host and to EPA on a biweekly basis, and with concurrence of the host the reported hours will reflect the hours worked, an email leave and time information will be send to Chair, Environmental Science and Policy and to Acting Deputy Chief of Staff, Acting Director of the Office of Administrative and Executive Services and PMO at EPA for approval through EPA's enterprise payroll processing system (currently "PeoplePlus").

PART 9 - FISCAL OBLIGATIONS

Identify, where appropriate, the office to which invoices and time and attendance records should be sent.

26. Federal Agency Obligations (If paying more than 50 percent of a Federal employee's salary beyond a 6 month period, specify rationale for cost-sharing decision.)

EPA is responsible for employee's salary and benefits.
See attached EPA cost-benefit rationale.

27. State or Local Government agency Obligations

GMU will provide work space, computer, and network and associated services / equipment / supplies such as paper printer, as required comparable to GMU staff employees in comparable positions. Any other expenses are subject to the approval of the Chair.

PART 10 - CONFLICTS OF INTEREST AND EMPLOYEE CONDUCT

- ☒ 28. Applicable Federal, State or local conflict of interest laws have been reviewed with the employee to assure that potential-of-interest situations do not inadvertently arise during this assignment.
- ☒ 29. The employee has been notified of laws, rules and regulations, and policies on employee conduct which apply to him/her while on this assignment.

PART 11 - OPTIONS

30. Indicate coverage: *N/A* if not applicable.

A. Federal Employees Group Life Insurance

☒ Covered ☐ *N/A*

B. Federal Civil Service Retirement system or Federal Employees Retirement System

☒ Covered ☐ *N/A*

C. Federal employee Health Benefits

☐ Covered ☒ *N/A*

31. State or Local Agency Benefits (Indicate all State employee benefits that will be related by the State or local agency employee being assigned to a Federal agency. Also include a statement certifying coverage in all State and local employee benefit programs that are elected by Federal employee on leave without pay from the Federal agency to a State or local agency.)

N/A

32. Other Benefits (Indicate any other employee benefits to be made part of this agreement.)

N/A

PART 12 - TRAVEL AND TRANSPORTATION

33. Indicate: (1) Whether the Federal agency or State or local agency will pay travel and transportation expenses to, from, and during the assignment as specified in Chapter 3344 of the Federal Personnel Manual; and (2) which travel and relocation expenses will be included.

No travel anticipated as part of this IPA. Any other expenses are subject to the approval of the Chair.
EPA will pay assignee's transit subsidy (i.e., public transportation cost) at a rate defined by EPA's policy.

PART 13 - APPLICABILITY OF RULES, REGULATIONS AND POLICIES

14. Check Appropriate Boxes:

- ☒ A. The rules and policies governing the internal operation and management of the agency to which my assignment is made under this agreement will be observed by me.
- ☒ B. I have been informed that my assignment may be terminated at any time at the option of the Federal agency or the State or local government.
- ☒ C. I have been informed that any travel and transportation expenses covered from Federal agency appropriations may be recoverable as a debt due the United States, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) or one year, whichever is shorter.
- ☒ D. I have been informed of applicable provisions should my position with my permanent employer become subject to a reduction in force procedure.
- ☒ E. I agree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time, I have been informed that I will be liable to the United States for all expenses (except salary) of my assignment. (For Federal employees only).

PART 14 - CERTIFICATION OF ASSIGNED EMPLOYEE

In signing this agreement, I certify that I understand the terms of this agreement and agree to the rules, regulations and policies as indicated in Part 13 above.

15. Location of Assignment (Name of Organization):

George Mason University, Environmental Science & Policy Department

16. Date (Month, Day, Year)

From To

04/15/2018

04/14/2019

17. Signature of Assigned Employee

18. Date of Signature (Month, Day, Year)

Apr 29 2018

PART 15 - CERTIFICATION OF APPROVING OFFICIALS

In signing this agreement, we certify that:

the description of duties and responsibilities is current and fully and accurately describes those of the assigned employee;

this assignment is being entered in in to serve a sound, official public purpose and not solely for the employee's benefit;

at the completion of the assignment, the participating employee will be returned to the position he or she occupied at the time this agreement was entered into or a position of like seniority, status, pay.

State or Local Government Agency

39. Signature of Authorizing Officer

41. Date of Signature (Month, Day, Year)

43. Typed Name and Title

Michael Laskofski,
Associate VP of Research Operations
George Mason University

Federal Agency

40. Signature of Authorizing Officer

42. Date of Signature (Month, Day, Year)

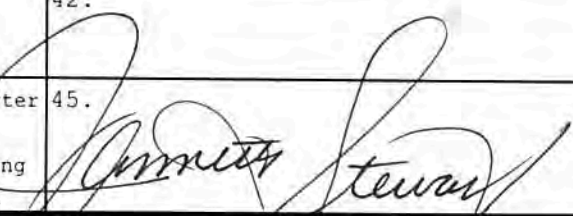
44. Typed Name and Title

Michael Flynn, Acting Deputy Administrator, EPA

PRIVACY ACT STATEMENT

Sections 3373 and 3374, Assignment of Employees To or From State or Local Governments, of Title 5, U.S. Code, authorizes collection of this information. The data will be used primarily to formally document and record your temporary assignment to or from a State or local government institution of higher education, Indian tribal government, or other eligible organization. This information may also be used as the legal basis for personal and financial transactions, to identify you when requesting information about you, e.g., from prior employers, educational institutions, or law agencies; or by State, local, or Federal income-taxing agencies.

Collection of your Social Security Number (SSN) is authorized by Executive Order 9497, which permitted by use of the SSN as an identifier of individual records maintained by Federal agencies. Furnishing you, SSN or any other data requested is voluntary. However, failure to provide any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.

State of Local Government Agency	30.	40.	41.
Federal Agency	42.	43.	44.
Headquarters Concurring Official	45. 	46. Jannette Stewart IPA Coordinator	47. 4.7.18

PRIVACY ACT STATEMENT

Sections 3373 and 3374, Assignment of Employee To or From State or Local Governments, of Title 5, U.S. Code, authorizes collection of this information. The data will be used primarily to formally document and record your temporary assignment to or from a State or local government, institution of higher education, Indian tribal government, or other eligible organization. This information may also be used as the legal basis for personnel and financial transactions, to identify you when requesting information about you, e.g., from prior employers, educational institutions, or law enforcement agencies, or by State, local, or Federal income taxing agencies.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permitted use of the SSN as an identifier of individual records maintained by Federal agencies. Furnishing your SSN or any other data requested is voluntary. However, failure to provide any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.



4400 University Drive Fairfax, Virginia 22030
Phone: 703 993 1000 Web: www.gmu.edu

Reginald Allen
Assistant Deputy Chief of Staff
U.S. Environmental Protection Agency
Washington, DC
March 27, 2018

Dear Mr. Allen:

On behalf of the Environmental Science and Policy Department, George Mason University I invite you to share your over 30 years of leadership and management experience and expertise as an Executive in Residence/Affiliate Faculty member within the Environmental Science and Policy Department for the period April 15, 2018 to April 14, 2019.

George Mason University is a comprehensive, baccalaureate and master's degree granting university that offers arts and sciences, professional and business courses and programs to a diverse student population. The Environmental Science and Policy Department is world-renowned for developing academically prepared leaders in government, public service and policy institutions. George Mason University is particularly interested in developing stronger relationships with federal and local governments as a means of broadening student experiences and future career opportunities. To that end, we are asking for your assistance in:

- facilitating the participation of EPA employees in institutional and educational exchanges;
- providing class lectures on opportunities and organization of the EPA;
- support or conduct other research and lectures such as leadership / management, etc. as required;
- help expand the applicant pool for student employment opportunities within EPA; facilitate an EPA/Federal employment career day;
- facilitate grant and contract proposal writing lecture/workshop for faculty;
- coordinate a mentor's program for the department;
- coordinate, organize, and execute "Shadow Days" with the EPA;
- sponsor and support diversity activities at GMU as a senior minority government executive;

- support opportunities and provide "hands-on" learning opportunities for students particularly in understanding the Environmental Protection Agency and future opportunities for students;
- leverage change and performance management experience to conduct general research on performance management;
- planning and organizing events with the department as well as participating in programs, including ones related to the role of the EPA in facilitating environmental progress;
- providing management and faculty support to the Chair of the Environmental Science & Policy Department.

Thank you for your willingness to share your experience and expertise in this position. I am sure your skills and abilities will complement the existing expertise within the Environmental Science and Policy Department and yield mutually beneficial outcomes for the US Environmental Protection Agency and George Mason University.

Sincerely,

A handwritten signature in dark ink, appearing to read "A. Alonso Aguirre", enclosed within a hand-drawn oval.

A. Alonso Aguirre
Chair, Environmental Science & Policy Department
George Mason University